

Privacy and Security Online Training

As a new employee with the Atlanta Veterans Health Administration you are required to complete the following online training courses:

1. *VA Privacy and Information Security Awareness and Rules of Behavior FY12*
2. *Privacy and HIPAA Training FY12*

Online Training Instructions

Open the below Employee Education System website link:

<https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

1st page: Click: **'First Time User'** button

2nd page: **Type of User** : *Pick what is applicable to you*

- ☐ VA Employee (Paid by the VA)
- ☐ VA Other (Contractors, Volunteers, Residents, Interns, etc.)

3rd page: Enter your first and last name

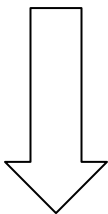
4th page: Select your occupation

5th page: Select your facility: **VHA**

6th page: Create **'user name'** and **'password'**

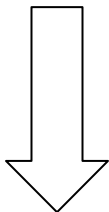
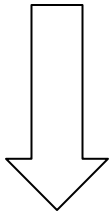
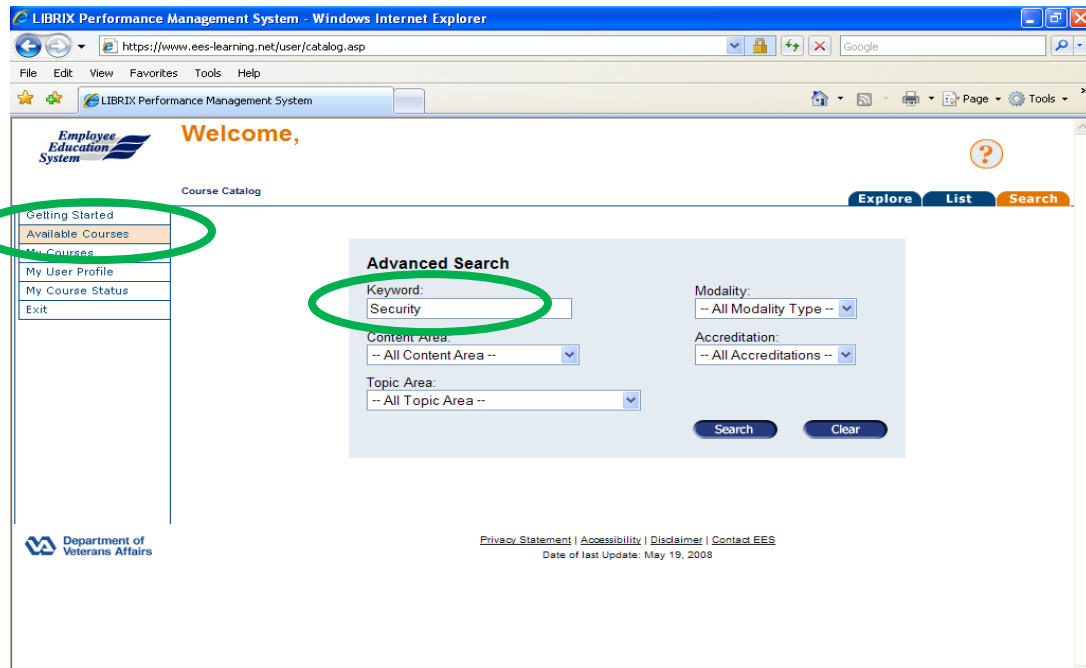
➤ *Be very creative when creating your user name, as many are already taken*

Once you have created your user name and password, you will be prompted to log-in. Log in and follow the instructions below:



Privacy and Security Online Training

Click on '**Available Courses**' in the left column and under advance search enter the keyword '**security**' in box. And click '**search**' button

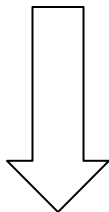
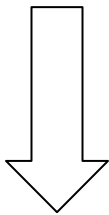


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Scroll down to 'VA Privacy and Information Security Awareness and Rules of Behavior FY12-Print' and click '**Sign Me Up**' in the right column

The screenshot shows the 'Employee Education System' interface. On the left is a navigation menu with links: 'Getting Started', 'Available Courses', 'My Courses', 'My User Profile', 'My Course Status', and 'Exit'. The main area is titled 'Course Catalog' and features a search bar with the text 'Keyword = security'. Below the search bar, a list of courses is displayed. The course 'VA Privacy and Information Security Awareness and Rules of Behavior FY12 - Print' is highlighted with a green dashed box. To its right, the 'Sign Me Up' button is circled in green. Other courses listed include 'First Responder Authentication Credential (FRAC)', 'Information Security 201 for Research and Development Personnel', 'Pan Flu Planning & Execution for Law Enforcement', 'Refresher Course for VHA Trainees - 2010', 'The Leader's Role in Creating Vigilant, Prepared and Resilient Communities: Building Partnerships', 'VA Privacy and Information Security Awareness and Rules of Behavior FY12 - (CLOSED)', 'VA Transplant Coordinator Conference', and 'VHA Mandatory Training for Trainees - Released 2010'. The bottom of the page includes the 'Department of Veterans Affairs' logo, a 'Privacy Statement | Accessibility | Disclaimer | Contact EES' link, and a 'Date of last Update: May 19, 2008'.

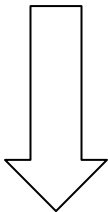
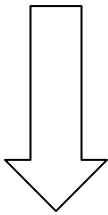
Once you have added that course to 'My Courses' go back to 'Available Courses' and type in the 'keyword' box **Privacy and HIPAA**, click **search**



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Scroll down to '*Privacy and HIPAA Training FY12-PowerPoint Option*' and click '**Sign Me Up**' in the right column

The screenshot shows the 'Employee Education System' interface. At the top, it says 'Welcome,' followed by a question mark icon. Below this is the 'Course Catalog' section with buttons for 'Explore', 'List', and 'Search'. A search bar contains the text 'Keyword = privacy and hipaa'. The search results list two items: 'Privacy and HIPAA Training FY12 – PowerPoint Option' and 'Privacy and HIPAA Training FY12 – Text/Print Option'. The first item is circled in green, and the 'Sign Me Up' link next to it is also circled in green. On the left side, there is a navigation menu with links: 'Getting Started', 'Available Courses', 'My Courses', 'My User Profile', 'My Course Status', and 'Exit'. At the bottom, there is a footer with the 'Department of Veterans Affairs' logo and links for 'Privacy Statement', 'Accessibility', 'Disclaimer', and 'Contact EES'. The date of last update is listed as 'May 19, 2008'. The browser status bar at the bottom shows 'Done', 'Internet', and '100%'.



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Under 'My Courses' click on each course and complete the training

Ensure you **PRINT your CERTIFICATE** at the end of each training course. Bring your certificates with you to your first day of new employee orientation.

You **do not** need to complete the VHA Mandatory Training for Trainees

Employee Education System

Welcome,

Click the course title to begin the course.
If no titles appear, sign up for a course in the Available Courses section.

My Courses

Explore List Search

Getting Started	VHA Mandatory Training for Trainees - Released 2010	Available
Available Courses	Privacy and HIPAA Training FY12 - PowerPoint Option	Available
My Courses	VA Privacy and Information Security Awareness and Rules of Behavior FY12 - Print	Available
My User Profile		
My Course Status		
Exit		

All Items

Department of Veterans Affairs

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